

## **PROGRAM ASSISTANT II, NEW HAMPSHIRE COMMISSION ON THE STATUS OF WOMEN**

**SCOPE OF WORK:** To perform paraprofessional duties assisting the Executive Director with programs, projects and responsibilities that carry out the legislative mandates (RSA 19:B) of the Commission on the Status of women.

### **ACCOUNTABILITIES:**

- Reports to Executive Director and maintains frequent communication, at times of a specialized and sensitive nature, with superior and other high level staff within the agency and government, including Commissioners and the offices of the Governor, the Executive Council, and the Legislature. Provides direct supervision over subordinates and provides formal or informal training on a regular basis.
- Assists superior in planning and coordinating program activities and provides administrative oversight over logistical arrangements for program implementation.
- Responsible for overseeing daily functions and providing technical assistance in such areas as finance and budgets, performs accounts payable and receivable duties, and assumes responsibility for operations management in the absence of the supervisor.
- Provides program guidance and advisement to program participants and other interested parties, including resource and referral under confidentiality standards.
- Complies, maintains, and prepares specialized program information and composes and drafts correspondence, reports, and notices for use by superior, Commissioners, the legislature, the media, and the public.
- Assists in the development of operational policies and procedures, and presents information to clarify policies, procedures, and standards. Serves as the agency energy coordinator, wellness coordinator, ERP coordinator, and other governmental-mandated duties, as needed.
- Assumes responsibility for all information technology duties; updating and maintaining Commission web page, responding to all online requests, and completing all information technology requests; creating, maintaining, and updating computer database programs, e-mail distribution lists, and other tracking systems.
- Recommends policy or procedure changes or alternate work methods to improve the flow of work.

### **MINIMUM QUALIFICATIONS:**

**Education:** Associates degree from a recognized college. Each additional year of approved formal education may be substituted for one year of required work experience.

**Experience:** Three years of experience of administrative support with responsibility for providing program information to others. An interest in women's issues is preferred. Each additional year of approved work experience may be substituted for one year of required formal education.

The successful candidate will be proficient in Microsoft Office, including Access, Excel, Word (Mail Merge), Outlook, Publisher and Power Point.